



Governor's Office

STATE OF LOUISIANA

**Governor's Office of Homeland Security
& Emergency Preparedness**

ADDENDUM # 1

GOHSEP's RESPONSE TO PROPOSER INQUIRIES

Solicitation No.: 111PUR-100001

**Technical Assistance Contractor for Recovery Efforts
from Hurricanes Katrina, Rita, Gustav and Ike and Other
Future Disasters**

MAY 26, 2010

REQUEST FOR PROPOSALS QUESTIONS RESPONSE COMPILATION

Q1. Page 6. **Section 3.7 Subcontracting Information**: Are all forms required of the contractor also required of the subcontractors?

GOHSEP REPLY: YES

Q2. Page 12 **9. Disaster Recovery Technician**: This position covers a wide range of staffing and professional capabilities. Is this rate to be an average of all positions or are these positions to be broken out with separate bill rates?

GOHSEP REPLY: Suggest you propose the average but submit both a high and low figure.

Q3. Page 18. **Section 9.0 Damages and Performance**: Performance bonds are typically not required for professional services contracts. If a performance bond is required what are the performance criteria relevant to the bond.

GOHSEP REPLY: The performance of the requirements of the contract.

Q4. Are proposals from Joint Ventures, LLCs or other types of special entities acceptable.

GOHSEP REPLY: YES

Q5. Section 4.2.4 “Financial Stability” states “The financial stability of the respondent will be evaluated to determine the respondent’s ability to meet all costs of the respondent’s proposal for a period of 120 days without receipt of payment from the State.” Can the State specify what is required in order to show financial stability? Will the state consider past performance and the ability to float such cost as evidence of financial stability?

GOHSEP REPLY: The State has no specific requirement other than financial information submitted by the respondent that evidences respondent’s ability to meet the criteria stated in paragraph 4.2.4. While the State does not discourage a respondent from submitting evidence of past performance, the State is generally interested in the respondent’s **current** ability to meet the stated criteria.

Q6. When evaluating a respondent’s proposal, how does GOHSEP score a respondent on their technical approach? Specifically, will respondents’ scores consider whether the staff proposed have knowledge and experience working on the specific issues faced currently by the State? And will GOHSEP provide greater or less weight in scoring if the work is completed by a Prime, as opposed to the work being shared between the Prime and subcontractors?

GOHSEP REPLY: Scoring is based upon the respondent’s project management plan and how that plan outlines the respondent’s knowledge skills and abilities in emergency

management with particular emphasis on the stated scope of services, and how the respondent's plan addresses the scope of services. The use or performance of a subcontractor will have little or no value in the evaluation of the respondent's proposal. The State looks to the respondent for performance not a sub-contractor.

Q7. The RFP outlines the number of personnel by type. This seems to reflect only current operations, however, and the RFP covers not only current needs but future needs as well. Given the potential for additional staffing support beyond the stated numbers, and given the solicitation identifies numbers of personnel resumes as minimum numbers in many cases, it seems that GOHSEP would place greater value on firms that can show depth beyond the stated number of positions. Will the State provide extra weight or value in their scoring of RFP responses if respondents demonstrate capacity beyond the minimums outlined in the RFP?

GOHSEP REPLY: The State will look to the answer provided by the respondent in paragraph 4.2.1 to determine the experience and past performance to judge the ability of the contractor to “surge up” if necessary.

Q8. In evaluating relevant experience, will GOHSEP provide added consideration for firms that can demonstrate substantial experience supporting GOHSEP and Louisiana Public Assistance and Hazard Mitigation operations at both the State and sub-grantee levels?

GOHSEP REPLY: The scope of services and the position descriptions states that respective contractor personnel will be responsible to provide services to both the State and the sub-applicants.

Q9. The RFP provides for a minimum of 40 hours of work *per month* for the Senior Policy Advisor position (Attachment III, 1.8). Is this a minimum guarantee of work for that position? And is the State willing to be flexible on this requirement and/or permit the winning firm to utilize alternate personnel to fill this requirement, based on changing circumstances or GOHSEP needs?

GOHSEP REPLY: This is the minimum amount of time that the State will accept from the Senior Policy Advisor. It may be that the State will require more time. The State is flexible on the personnel assigned by the contractor if all personnel are suitably qualified. However, the State will not tolerate lack of performance because a shift of assignment in personnel results in a lack of situational awareness by rotating personnel.

Q10. The Senior Policy Advisor position accounts for only a ¼ time position. However, it appears to count equally in the scoring system. Is that how the State anticipates scoring RFP responses?

GOHSEP REPLY: Yes. The State is scoring qualifications not time on the job.

Q11. Attachment I Certification Statement shows two places for an authorized signature: one at the bottom of the page, and one right after item (6). Does the State require they both be signed? If so, will one authorized signatory be satisfactory?

GOHSEP REPLY: Signing the bottom signature line only will suffice.

Q12. Will the State assign greater or less weight or value to the number of partner firms, and their size? Will points be deducted if there are too few or too many partner firms added to a team?

GOHSEP REPLY: The number of partner firms will have no value to the evaluation.

Q13. Historically, when pricing models like the one proposed in this RFP are used to determine the overall cost of proposals, firms have the ability to submit resumes of individuals who will not be utilized once the contract is awarded. Will firms be given credit for submitting resumes of personnel against each position, so that the State has the ability to evaluate skills and experience of actual personnel to be used against comparative costs submitted by respondents?

GOHSEP REPLY: The State expects that the resumes of the individuals submitted by the respondents will be the individuals that will be working for the contractor. Since staff qualifications are given 30 points in the evaluation and cost 20 points, it is obvious that staff qualifications are more important than cost.

Q14. Will firms be required to provide resumes of people guaranteed to be used to fill the minimum initial positions in order to justify their pricing models?

GOHSEP REPLY: Yes. See answer to #13.

Q15. The current RFP appears to be limited to only PA and Mitigation program support, however the existing contract held by the incumbent has been used for activities that are broader in scope. Does GOHSEP expect to utilize the selected firm for other emergency management tasks or requirements that may come up during the term of the contract?

GOHSEP REPLY: Only those tasks and the scope of services stated in the RFP.

Q16. Are cost of living adjustments going to be allowed during the term of the contract?

GOHSEP REPLY: NO

Q17. Will the State give any weight (negative or positive) that a submitting entity has a similar contract as a prime with an adjoining state, given the possible impact that may have on capacity to respond should a multi-state event (such as a hurricane) occur?

GOHSEP REPLY: Existing contracts will only be considered to evaluate company qualifications, experience and past performance

Q18. Under 4.2.2 of the RFP, requirements for proposed staff are stated. Some of our team have been with their employers for a long time, in some cases more than 10 years. Would LA GOHSEP consider a time limitation for the names and points of contract of prior employers?

GOHSEP REPLY: The last 5 years is sufficient.

Q19. Are costs, such as IT equipment, software, etc also reimbursable or the contractor's expense?

GOHSEP REPLY: While some IT equipment and software MAY be made available to contractor personnel, contractor should plan that all IT equipment and software and the corresponding expenses will be the responsibility of the contractor and related expenses will NOT be reimbursed

Q20. Page 4 of the RFP cites that a certified copy of a board resolution or other proper authorization must be submitted. Will a corporate resolution approved by the ranking member of our partners/owners suffice?

GOHSEP REPLY: YES